

GTA Board Meeting Minutes

September 26, 2011

County Square, 301 University Ridge, Greenville, SC

Conference Room H (Bauer)

Board Members in Attendance:

Mr. Matt Carter
Ms. Pat Dilger
Mr. David Mitchell, Chairman
Mr. Jan Williams

Staff in Attendance:

Greg Baney, Transit Planner/Grants Manager
Dave Baxter, JARC/New Freedom Administrator
Lorrie Brown, Administrative Assistant
Carl Jackson, Transportation Director
Shelia Schmitt, Transit General Manager

Absent Board Members

Mr. John Boyd
Mr. Trey Fouché, Asst. Chairman
Mr. Al Gray, Treasurer

Others in Attendance:

Keith Brockington, GPATS
Karen Crawford, City Comptroller
Phillip Lemon, ACOG
Warren Rowe, City Capital Projects Mgr.

The meeting was called to order at 12:00 noon by Mr. David Mitchell, Chairman.

Quorum established.

Approval of August 22, 2011 Meeting Board Minutes:

A motion to approve the August 22, 2011 Board Minutes was made by Mr. Matt Carter. The motion was seconded by Ms. Pat Dilger. A vote is taken with all present board members voting to approve minutes. The motion carries.

Approval of September 6, 2011 "Special Call" Board Meeting Minutes:

Corrections:

- Line 191 – Typo (Change "g" to go)
- Mr. Carter asked that the minutes be revised to reflect that the Board approved using funds from the Board Account in anticipation that funds would be raised from private sponsors. However, approval stands regardless of whether funds are raised.
- Add Mr. Matt Carter and Ms. Pat Dilger will work on a marketing outline.
- Lorrie Brown will send out amended Minutes.

A motion to approve the September 6, 2011 "Special Call" Board Meeting Minutes pending revisions/corrections was made by Mr. Matt Carter. The motion was seconded by Ms. Pat Dilger. A vote was taken with all present board members voting to approve minutes pending changes mentioned. The motion carries.

Committee Reports**Development Committee Report (Given by Ms. Pat Dilger):**

- The meeting took place on 9-19-11. All members were present as well as Board Chairman, Mr. David Mitchell.
- Footloose Event update was given by Ms. Pat Dilger; Footloose takes place in October. Everything is set for the "park and ride" from CUICAR to the Transfer Center for "Fall for Greenville". Plans are in the works to have an open house during October to showcase the Transit Center Renovations. A Family Free Fare Day is also being planned for October. Ms. Dilger is working on a map that will showcase amenities in downtown Greenville.
- The Fare Free Family day was recommended for approval. Ridership will be tracked. *Carl Jackson suggested having the Fare Free Day the same day as the Transfer Center Roll out.*

The Development Committee recommends to the full board approval of a Fare Free Family Day to take place on a Saturday in October at a date to be determined; potentially the week after "Fall for Greenville". Since this is a recommendation from the Development Committee, a second is not required. A vote was taken with all present board members voting in favor of Fare Free Family Day. The motion carries.

- Ms. Dilger informed the committee that Upstate Forever will be showing a movie entitled "Moving Beyond the Automobile".
- Greg Baney discussed the Cost Efficiency Report which showed an increased cost efficiency which was attributed to the fare increase.
- Neal Prince (architects) gave a Transit Center Renovations (Phase III) update. They went through the bid solicitation process where Alta (Bike Station Consultant) was selected. A breakdown of cost for the next state of phase III was provided. The breakdown is as follows: 1) Alta's fee - \$19,428; 2) Design development - \$21,118; 3) Construction documents - \$25,342; 4) Bidding - \$4,224 and 5) Construction Administration - \$16,894. The only thing not included was the Geotechnical Consultant; to the City has a Geotechnical Consultant on retainer. The total cost is approximately \$87,500. Ms. Dilger suggested doing a proforma which would tell us what we could expect to get back in our

investment should retail space be leased. A statement was included that Alta may be asked to provide additional services such as doing a proforma; this was included in the recommendation to approve budget.

The Development Committee recommends to the full board approval of a budget of approximately \$87,500 as specified above under the next stage of Phase III of the Transfer Center Renovations which includes the fee to Alta and the option to add additional services. The invoicing will be based upon cash flow. Since this is a recommendation from the Development Committee, a second is not required. A vote is taken with all present board members voting to approve the budget. The motion carries.

Mr. Mitchell stated that Greyhound needed to be part of Transit Center Rollout. Ms. Schmitt stated that the area had been painted and the floors cleaned previously. However, they had put something on the floor which left the floor dull. The floors will be cleaned again prior to Transit Center Rollout. Ms. Schmitt stated that she recently had pictures put up in the Greyhound office. There have been discussions of putting in some type of monitor in this area; Angie Prosser will get back with Shelia Schmitt regarding the cost of kiosk. A meeting will take place with Greyhound regarding several areas of concern which include passengers sleeping in Transit Center and broken down buses being left for long period of time in terminal.

- American Federation of the Blind Update Given – Mr. Jackson, Mr. Williams and Ms. Dilger rode the bus with members of AFB to view the Mall and Wal-Mart sites. The mall drop off was redirected. However, Wal-Mart proved to be more problematic. There is no easy pedestrian access. Staff will continue to work on this as much as possible. Carl Jackson spoke with J. W. Smith, and he is happy with our efforts.
- Request for Board Actions:

Request for Board Action to Retire Orion Bus # 1316 and sell it for spare parts. This bus is 20,000 miles short of useful life, but it has been problematic for our mechanics. It was not purchased using FTA funds.

The Development Committee recommends to the full board approval to retire bus 1316 and sell it for spare parts with the money being used in transit operations. Since this is a recommendation from the Development Committee, a second is not required. A vote is taken with all present board members voting in favor of retiring bus. The motion carries.

Request for Board Action to approval Upstate Forever Application was approved by Development Committee. A presentation was made to the GPATS committee. However, this request was not passed by GPATS in order for it to go in the TIP. The vote was 8 for and 8 against. We will look into re-submitting. GPATS members stated afterwards that apart from the assumptions the reason it did not pass was due to the cost of the bikes (with GPS tracking device) at \$1,000 each. We lost approximately \$118,000 dollars. The FTA may seek to get TIP amendment approval for all future JARC funding. It was felt that having a stronger presence from Upstate Forever might have changed the outcome.

Request for Board Action for Free Fare for City and County employees was discussed, and the Development Committee recommended approval to the full board. This was also presented to the Finance Committee.

The Development Committee recommends to the full board approval of fare free rides for City and County employees with a review of this be done a year from implementation. This will be addressed in the Finance Committee report.

- Thirty-eight shelters have been installed. Staff asked to honor the mayor's request for removal of shelter at WYFF.
- Mauldin/Simpsonville – Greg Baney scheduled to do a presentation on October 10th to the Mauldin Chamber of Commerce. We are moving ahead with the Mauldin/Simpsonville route.
- Public Information Plan –Dave Baxter was hired a month ago as the new JARC/New Freedom Administrator. Dave will also be working on our Marketing Plan.
- Transit Center Phase II – We want to have the dedication in October as Footloose is taking place.
- Bus Route to GSP & TD Convention Center/Downtown Trolley – The budget is being revised for the downtown hotel group. The Greenville Drive will provide the match for the Trolley, but they want exclusive advertising rights.
- CAD/AVL – Contract still in Legal. Carl Jackson called John Garza, and he will expedite the contract.

Finance Committee Report (given by Mr. Matt Carter):

The Committee met on Thursday, September 15th. Tiger III was discussed in detail.

September 2011 GTA Finance Board Invoices

| Date | Company | Description | Invoice # | Amount |
|---------|-------------------------|------------------------------|-----------|--------------|
| 7/25/11 | Axis Telesolutions Inc. | Toshiba Telephone | 31168 | \$95.44 |
| 8/31/11 | City of Greenville, SC | GTA Board Contract July 2011 | 73246 | \$147,378.35 |

| | | | | |
|--------------|-------------------------|--|-----------|---------------------|
| 9/6/11 | City of Greenville, SC | GTA Board Contract June Period 13 Expenses | 73256 | \$17,089.72 |
| 8/12/11 | Dell | Optiplex 790 Desktop computer | XFF277D47 | 1,116.97 |
| 8/23/11 | Office Max | 20 stackable chairs | 723281 | \$701.03 |
| 8/31/11 | State of South Carolina | Insurance Reserve fund Premium | 189777 | \$13,475.00 |
| Total | | | | \$179,856.51 |

JARC/New Freedom Board Invoices

| Date | Company | Description | Invoice # | Amount |
|--------------------|------------------------|---|--------------|---------------------|
| 9/9/11 | City of Greenville, SC | New Freedom handicap accessible bus use | 73257 | \$168.93 |
| 9/2/11 | Upstate Shuttle | August 1 – 31, 2011 transportation services | JARC-08-2011 | \$7,063.67 |
| 8/16/11 | Clemson University | 50% of operations for July 2011 | W0926261979 | \$2,372.61 |
| 9/1/11 | Clemson University | 50% of operations for August 2011 | W0926262489 | \$2,372.60 |
| Total | | | | \$11,977.81 |
| Grand Total | | | | \$191,834.32 |

1. The invoice relates to the Transit Center Renovation project, 80% grant funds, local match provided by the City.
 2. The invoice relates to the Bus Shelter project, 80% grant funds, local match partially funded by City in-kind.
 3. The invoice relates to various items, applicable portion grant funded, GTA responsible for 20%.
 4. The invoice has been approved for payment. Check 31334 was printed on 8/8/2011.
- *100% reimbursable by Federal Government

The Finance Committee recommends to the full board approval of the regular invoices in the amount of \$179,856.51 and JARC invoices in the amount of \$11,977.81 for a total of \$191,834.32 pending the availability of funds. Since this is a recommendation from the Finance Committee, a second is not required. A vote is taken with all present board members voting to approve payment of invoices. The motion carries.

- Marketing Plan – Staff to begin working on Marketing Plan utilizing new hire, Dave Baxter, who has a marketing background.
- Approval of Bike Lid PO – Staff requests approval of Bike Lid LLC purchase order in the amount of \$8,981.00. GTA in cooperation with the City of Greenville allocated the 2010 Transit Enhancement funding towards the purchase of bike lockers and to assist the City of Greenville in striping bike lanes in designated areas. As part of this agreement, the attached purchase order is being submitted for the purchase of four lockers. The \$8,981.00 is 95% reimbursable from the FTA. The remaining \$449.05 (5%) will come from the City of Greenville Department of Parks and Recreation Department.

Mr. Jan Williams stated that the cost of the lockers seemed excessive to him. Pat Dilger stated that lockers are a real necessity for downtown residents. The lockers will be rented; a rental fee has not been set. It was determined that we will get at least a 10% return on our investment. There is no burden on the taxpayer.

The Finance Committee recommends to the full board approval of the Bike Lid LLC purchase order in the amount of \$8,981.00 for four (4) bike lockers. Parks and Rec will provide the local match. Since this is a recommendation from the Finance Committee, a second is not required. A vote is taken with three votes for and one vote against. The motion carries.

- Approval of Brasco Purchase Order – Staff requests approval of Brasco International purchase order in the amount of \$188,225.00 for twenty-five (25) bus shelters. These shelters are smaller than previous shelters purchased.

The Finance Committee recommends to the full board approval of the of Brasco International purchase order for twenty-five (25) shelters in the amount of \$188,225.00. Since this is a recommendation from the Finance Committee, a second is not required. A vote is taken with all present board members voting to approve the purchase order. The motion carries.

The Finance Committee recommends to the full board approval of the budget which was provided by City staff for FY2012 with the noted change in the Legal Services section (changing it back to \$5,000). A vote is taken with all present board members voting in favor of approving budget. The motion carries.

- Approval of Fare-free rides for City & County employees – Staff seeks approval of a fare-free ridership program for City and County employees giving said employees full ridership access to the Greenville Transit system. This should be tracked. Mr. Jackson stated that a column can be added to the Cost Efficiency report. This could potentially diminish the cost efficiency and throw off ridership vs. revenue.

The Finance Committee recommends to the full board approval of fare free rides for City and County employees. Since this is a recommendation from the Finance and Development Committees, a second is not required. A vote is taken with three votes for and one vote against. The motion carries.

A motion was made by Mr. Matt Carter to allow immediate family members when accompanying City and County employees to also ride for free. The motion was seconded by Mr. David Mitchell. A vote is taken with three votes for and one vote against. The motion carries.

- Approval of Gillig Purchase Order for Mauldin/Simpsonville ARRA Buses – GTA received an ARRA grant on behalf of the Mauldin/Simpsonville Urbanized area in 2009. The current request will allow for the purchase of three buses covered at 100% by ARRA funds to be used for the expansion of service to Mauldin/Simpsonville.

The Finance Committee recommends to the full board approval of Gillig purchase order in the amount of \$1,119,000.00 covered at 100% by ARRA grant SC-96X012-00. A vote is taken with all present board members voting in favor of purchasing buses. The motion carries.

- Approval of Motorola Purchase Order – Greenlink currently uses Motorola radio/hardware. When the move between the former information booth and the new information booth occurred, the previous radio system was damaged. The attached purchase order authorizes the purchase of a new system utilizing the transit center renovation budget.

A motion was made by Mr. Matt Carter to approve the Motorola Purchase Order in the amount of \$4,110.70 with 80% (\$3,288.56) being reimbursed from grant # SC-90-X211-01 ALI 11.34.08 and 20% (\$822.14) from local match. The motion was seconded by Ms. Pat Dilger. A vote is taken with all present board members voting in favor of approving purchase order. The motion carries.

- *******VERBATIM DISCUSSION OF TIGER III*******

MR. MATT CARTER:

Tiger III. That was a huge part of our discussion at the meeting. It wasn't really intended to be. But for those of you who weren't there, essentially I came to the table with another gentleman by the name of Brad VanMeter who helped put together the first Tiger III. Actually CTE, as it turns out, were the authors of Tiger II for us. CTE put together Tiger II. In our discussion at the Call Meeting, part of the reason that I backed off of it, and I basically made a motion was I felt like if staff was going to have to spend time developing Tiger III, and there was a cost to that. But also if they were recommending against it and they had spent time doing it. It seemed like too much of an uphill kind of thing. And so I feel like with new information that CTE would do this free of charge to us; uh essentially resubmit Tiger II with any updates that we can provide as to local cost share that it was my opinion that we ought to consider doing that. That opinion was met with mixed reviews. Al was very supportive of submitting the application for Tiger III. I was very supportive of, and staff I think upheld their recommendation against it. And in fact I have got Al's proxy and we have got one from Trey as well on it if we are able to call a vote on this today. What I would like to say..... I emailed all of this to all of you about an hour ago is that uh the Senate approved. (he is handed something) Thank you very much. The senate just presented a bill which would in fact provide for another Tiger III which was the opinion of some that Tiger III would not end. It had been brought up at the Finance Committee that this Tiger III would probably be the last one that was able to get through. The Senate is saying that they would provide additional funding for the Tiger Grants in the amount of 550 million dollars. However, the house bill; same exact topic. They are eliminating Tiger all together. The Senate does not have the money to pay for Tiger. It would go into borrowing more funds which we all know is not a popular topic right now. But essentially that is the breakdown if the house doesn't pass it; it won't pass. If the Senate doesn't get theirs passed...does get it passed it would. I sent you the documentation on this. The other thing is that the Senate who is again in favor of the Tiger grant money is put in a provision in their bill that we could not do bus rapid transit under New Starts. And this has been brought up as well. And might be another way of doing Bus Rapid Transit. Even the portion of Congress that is in favor of Tiger money, they are saying that we are not going to do it under New Starts. Obviously all of this could change but I have yet found no evidence that there is any retaliation for requesting Tiger III; putting it together as best we can. And I don't think that the FTA would say they would retaliate against us for doing that, but I do know that those relationships have really only been smoothed over by Greg, and Greg is one that is saying he does not think this is a good idea. It may all tie back to the FTA and some feeling that that they are asking us not to do this. CTE who do tons of these things for the FTA, they are saying that they think we ought to do it; that they felt like we were fairly close last time. We don't have all of the documentation we need. But what I

am asking is that we allow the CTE (Center for Transportation Environment) to submit a pre-application on behalf of GTA for Tiger III that is more or less in the scope of Tiger II. I am not asking you to approve anything that is not going to be similar to Tiger II and I am not asking that we approve the...you know the final application that can be amended. We don't have our ducks in a row. I do have a meeting with ICAR about their real estate on Wednesday. They are in favor of putting up the same real estate. I do have of correspondence back and forth with Duke Energy going. I don't know where that is going to go and I think there is some promise. I don't have anything on the sustainability part other than to say that if we can get 15 million dollars for the heart scape you might say the capital improvement. It will be a lot easier to raise the...Greg, how much money?

GREG BANEY:

\$600,000.

MR. MATT CARTER:

Is this \$600,000 yearly?

GREG BANEY:

Annually

MR. MATT CARTER:

\$600,000 per year; which is no small feat. But it is not all that much money either for something that has got this much importance. And this 15 million isn't just for the one improvement. We are talking about bike supporters and pedestrian supporters supporting this as well. And I I...so the discussion came and we did not bring a motion out the Finance Committee, but I personally made a motion that we allow CTE to submit a pre-application on or before October 3rd on behalf of GTA for Tiger III which though shall be similar to such which was submitted for Tiger II.

MR. DAVID MITCHELL:

Just a couple of comments Matt. Based on what you have presented today. I am going to have to rule the motion out of order based on our September 6 meeting. This board, I guess, soundly stated that we are not going to pursue Tiger III in any form as it relates to a funding process for GTA. And second of all in order to bring it from a procedures standpoint, back to this board as a matter of fact would require a 2/3 vote of members present, and we do not have a 2/3 vote to bring this back up as indicated.

MR. MATT CARTER:

I have two proxies so from members present we can do two thirds.

MR. DAVID MITCHELL:

You have two proxies of the vote to approve but not two thirds votes to bring it back for a discussion.

MR. MATT CARTER:

How do you know if we haven't voted on bringing it back for discussion here?

MR. DAVID MITCHELL:

Right. Motion to bring it back up for discussion?

MR. MATT CARTER:

I make a motion to bring it up for discussion.

Ms. PAT DILGER:

I'll second that.

MR. DAVID MITCHELL:

It has been properly seconded that we bring it up for discussion. All in favor let it be known I.

MR. MATT CARTER:

I.

MS. PAT DILGER:

I.

MR. DAVID MITCHELL:

Opposers?

MR. DAVID MITCHELL:

I.

MR. JAN WILLIAMS:

I.

MR. DAVID MITCHELL:

Tie vote kills the motion.

MR. MATT CARTER:

A point of order on that. I would say that the original vote was made on inaccurate information provided to this Board based on 1) cost to our staff and time of our staff to develop the plan. If that is off the table that to me diminishes the original vote and new information is the reason to bring this back.

MR. DAVID MITCHELL:

In my opinion, based on the motion of September 6 and the motion of today, The issue is moot. Next point. Carl, can you go forward with the management report very quickly if you don't mind.

MR. MATT CARTER:

Lorrie, did you get all of this in the minutes?

LORRIE BROWN:

I am trying to make sure that I got it.

GREG BANEY:

The recorder is on.

MR. DAVID MITCHELL:

The recorder is on?

MR. MATT CARTER:

The recorder is on?

GREG BANEY:

The recorder is on. Yes.

LORRIE BROWN:

I will make go back and make sure that I have everything in the minutes.

MR. MATT CARTER:

And I realize this is stretching any sort of courtesy given me but I feel like there are three to four board members that want this brought back to the table. And you are saying you don't want to consider it personally. You are taking it on yourself

MR. DAVID MITCHELL:

Not personally.

MR. MATT CARTER:

Potentially against four members of the board.

MR. DAVID MITCHELL:

Matt, I am telling you that this board has taken action on September 6 that we are not going to move forward on Tiger III. Today we are taking an action not to move forward again with the discussion of Tiger III. It is a moot point.

GREG BANEY:

Mr. Chairman may I....The information that CTE could do it for free is not new information to us to the committee. I met with Brad VanMeter personally, prior to making that recommendation to the board, and the caveat to doing it for free is that the local match would be insured by a 2.5 million dollar loan. And so this is what discredited that information; which is why we did not make that recommendation to the Board.

MR. MATT CARTER:

CTE doing it for free has nothing to do with Brad suggesting that another way of funding the buses could be 2.5 million dollars. CTE will write it up just like they did Tiger II.

GREG BANEY:

But they have to have documentation of local match.

MR. MATT CARTER:

I understand. What I am saying is that we have until the end of October to come up with that local match and until October 3rd to submit the pre-application. The pre-application does not require that you have documentation of the local match. And that also was not presented to us; that we could present it without that and amend it before October 31 if we have time to put that together. And I am not saying it is your fault. I am not saying that staff is wrong. What I am saying is what it clearly is the will of the board would be to do BRT over there. And clearly this is one way of doing it. And I don't understand the reason behind standing in front of the will of the Board.

MR. DAVID MITCHELL:

Matt I think the reasons have been stated before at three or four different times as I recollect, so we will go on with orders for the day. Carl, I really need for you to do your report quickly if you can. If you cannot, I think we will have to defer. It is getting late in the day.

Management Report (given by Carl Jackson)

- Safety and Security – Vulnerability Assessments have begun. We hope to bring this before the Board in October.
- Speaker's Bureau – Staff will present at City Council Workshop on October 10.
- Mauldin/Simpsonville – Mauldin Council gave unanimous approval to start service. Staff will participate in several speaking engagements and public hearings to assist the communities with service design.
- Dave Baxter will work towards developing a Marketing Plan. Some things incorporated will come from staff's recommendations from the retreat.
- Staff is still deciding on dates for the Transit Center Ribbon Cutting. There will be a coordinated kickoff of "Footloose". Mr. Matt Carter needs three or four paragraphs preferably 250 words or less including a link for information and an image for press release for the park and ride. He needs it immediately, since some of the people have deadlines. He has Upstate Forever, Bikeville and City websites, Chamber of Commerce and Greenville County. They have all agreed to promote the park and ride.
- Performance statistics are enclosed in the Board Package.
- In-service bus swap outs are higher than expected in light of having new buses in service.

Information Sharing:

- Karen Crawford stated that the year end is Friday, 9/30. We are trying to get in our in the July draws. Instead of having around \$45,000 in unrestricted cash; this year we should be at around \$100,000. The auditors stated we needed around \$250,000. She will keep the Board updated. She has noticed that the differential for July revenue of passenger vs. August is up about \$20,000 which reflects the fare increase.
- Mr. Mitchell stated that Mr. John Boyd has submitted his resignation from the GTA Board effective September 6. Mr. Carter stated that Mr. Boyd was asked by City Council to leave this open until they replace him, and he agreed. Mr. Jackson stated his letter stated he resigned effective September 6, but City Council policy per Mr. Carter is that he is still on until City Council has a replacement.

A motion to adjourn was made by Ms. Pat Dilger. The motion was seconded by Mr. Jan Williams. A vote is taken with all present board members voting to adjourn. The motion carries.

Prepared by: _____ Date: _____
 Lorrie Brown, Greenlink Administrative Assistant

Approved by: _____ Date: _____
 Mr. David Mitchell, GTA Board Chairman